



DEPARTMENT OF THE ARMY
2D BRIGADE, 1ST ARMORED DIVISION
UNIT 23704
APO AE 09034-3704

AETV-THO-Z (100)

18 July 2001

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy Letter 19, Awards

1. **PURPOSE.** To establish policies concerning Awards within the 2nd Brigade, 1st Armored Division.
2. **APPLICABILITY.** All soldiers assigned to 2nd Brigade, 1st Armored Division
3. **REFERENCES.**
 - a. AR 600-8-22, Military Awards.
 - b. DA Form 638.
4. **POLICY.**
 - a. My intent is that all Soldiers be rewarded for the outstanding work they do while assigned to the 2nd Brigade, 1st Armored Division. It is the function of all leaders in the Brigade headquarters and each Battalion to ensure that Soldiers are properly cared for while assigned to and when departing from the Brigade.
 - b. Leaders at all levels should closely monitor each individual Soldier's performance constantly, and ensure that they are recognized when they do something noteworthy. Soldiers who have demonstrated exceptional performance should be recognized with an award before leaving the command.
 - c. At a minimum, Soldiers who serve in the Brigade for a period of 2 to 3 years will receive an award for achievement if their performance has been to standard. Service awards are not limited to only one per tour. Just remember that another award cannot be based on work used to justify the previous award
 - d. Soldiers should be recognized when they depart the Brigade; again, if their performance merits an award.
 - e. The below listed parameters are put forth as general guidelines/criteria for the submission of awards within the Brigade:
 - (1) The level of award must be appropriate to the level of achievement.
 - (2) The awards presentation standard is to present the award before the Soldier departs his unit. It is the responsibility of the Soldier's first-line leader (squad, section, platoon, commander) to write and submit the recommendation for the award in enough time to allow the award to be processed for presentation on the desired date.
 - (3) Impact Awards may be given when recognition of a special act is warranted. As soon as possible, these awards will be processed through the soldier's established Chain of Command so that they can be properly entered into his records.

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(4) In the instance that a Soldier moves from Brigade down to Battalion (or vice versa) without undergoing PCS his performance to date **will** be captured for subsequent recognition with a letter of continuity which would build towards a PCS award.

(5) In the event that a Soldier comes to the Brigade via intra-post transfer with a letter of continuity from the forwarding unit, that service will be carried forward and factored in his subsequent PCS award.

5. Recognizing outstanding performance builds unit cohesion and lets our Soldiers know we sincerely appreciate their efforts. Writing an award takes only minutes to complete, but the benefits last forever.

6. POC is the 2nd Brigade S-1 at DSN 485-7212.

7. This policy supersedes the previous policy, is effective immediately, and will be posted on all unit bulletin boards.

8. IRON BRIGADE!

JOHN D. JOHNSON
COL, IN
Commanding

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